

Subpart P - Employee Counseling Services Program

WV420.152(c)(7)(vi)

WV 420.152 SCS's responsibility for the Employee Counseling Services Program

(c)(6) The Program Coordinator will ensure that the contractor provides training as specified in the contract.

(c)(7)(i) Be alert, through continuing observation, to changes in the work or job behavior, or both, of assigned employees.

(ii) Document specific occasions when an employee's work performance, behavior, or attendance fails to meet minimum standards, or where the employee's pattern of performance appears to be deteriorating.

(iii) Advise medical or counseling staff, or both, of the employee's problem and the possibility of a referral to them. Supervisors must be able to describe job behavior on the Supervisor Referral Form to the counseling staff but should not attempt to diagnose or draw conclusions. This is a medical or counseling responsibility.

(iv) The supervisor will contact the Personnel Officer for procedural information. To maintain confidentiality, the supervisor will not identify the employee.

(v) Conduct an interview with the employee focusing on poor work performance and inform the employee of available counseling services if poor performance is caused by any personal or health problem.

(vi) If the employee refuses help, and performance continues to be unacceptable, provide a firm choice between accepting agency assistance through counseling or professional diagnosis of his or her problem and cooperation in treatment if indicated, or accepting the consequences provided for unacceptable performance.

(vii) The Program Coordinator will evaluate the ECSP and report to the State Conservationist and Safety Committee. This evaluation must be done by July 15th of each year.

WV420-51(1)

Part 420 - Safety and Health Management Program

WV420.152(e)(2)(i)

WV 420.152 SCS's responsibility for the Employee Counseling Services Program

(d)(4)(i) The supervisor may, at his/her discretion, approve the use of the Employee Counseling Services Program on official time.

(e)(2)(i) Employees and their eligible family members are encouraged to seek evaluation and accept assistance and treatment for any problem that negatively affects job performance.

(e)(3) (No change from existing.)

(e)(4)(i) Direct counseling will be offered to employees and/or dependents up to a maximum of seven separate sessions per eligible family unit for the initial contract period and seven visits for each contract renewal period. The contractor will pay for the costs incurred, up to seven sessions, by the local organizations to which the SCS employees were referred. The employee will pay for the remaining visits.

WV420-52(1)

(360-GM, Amend. WV-40, June 1989)